

## **1 Policy Statement**

All Council elections are conducted by the Electoral Commissioner of South Australia.

The Southern Mallee District Council, through its Chief Executive Officer, will ensure that the convening of the Local Government Elections [ Periodic or Supplementary ] are conducted in an accountable and transparent manner in accordance with the Local Government [ Elections ] Act 1999 and Local Government Act 1999 and the direction of the Electoral Commissioner.

## **2 Objectives**

To provide guidance to Elected Members, Staff and the community during a Council election.

To provide guidance to State and Federal Political Parties in relation to the placement of signs during State and Federal elections.

## **3 Scope**

This policy applies to all Elected Members and Staff during the conduct of a Periodic or Supplementary Council election.

This policy applies to State and Federal Political Parties in relation to placement of signs during State and Federal elections.

## **4 Council Election Period – Caretaker Period**

All candidates are to be provided with Council's Caretaker Policy

## **5 Promotion of Council Election**

The Council will work with the Local Government Association and the Electoral Commission of South Australia to jointly promote the periodic election. Council is responsible for promoting supplementary elections.

Information will be posted to Council's website to provide information to candidates and the community.

Candidate Briefing Sessions will be organized by the Chief Executive Officer with assistance from Council's Co-ordinator of Executive Services who will be the primary contact for enquiries during an election period.

### **6 Council's Supplementary Voters Roll**

The Council's Voter Roll may be viewed at the Offices of Council without charge by the public.

Nominated candidates for an election will be provided with a printed copy of the Voters Roll following the close of nominations and polling day. Additional printed copies will be made available subject to the payment of a fee for use in the election.

A copy of the declaration to be made by the Candidate receiving a copy of the Voter's Roll is attached to this policy.

### **7 Council Election – Budget**

The Council will ensure adequate funds are included within Council's Budget to ensure the accountable and transparent conduct of Council Elections.

### **8 Control of Election Signs**

The Council will refer in part to the LGA Election Signs – General Approval Guidelines - For Federal, State and Local Government elections, as updated and attached. Council does not require an application to place a sign, as signs are to comply with the policy, should a sign not comply then action will be taken in accordance with the section on illegal signs. No signage is to be placed on any Council owned or controlled property.

### **9 Resignation or Retirement of Council Member**

The Southern Mallee District Council has seven popular elected Council Members.

Under the Local Government [ Elections ] Act 1999 [ Section 6 [ 2 ] [ b ] the Council has decided that should a vacancy occur in year 3 of the Council term that the vacant position will not be filled. The minimum amount of Council Members is to be 6.



## **DECLARATION BY CANDIDATE OBTAINING COPY OF VOTERS ROLL**

I .....  
[ name of applicant ]

Of .....

Understand that the Voters Roll for the Southern Mallee District Council has been supplied by the Council to the Returning Officer in confidence for the purposes of the election only.

I hereby declare that the copy of the Voters Roll supplied to me will be used for the purposes of the election only and not for any other purpose.

[ note Voters Rolls are only available in hard copy between the close of nominations and close of voting ]

Signed .....  
[ Candidate ]

Date .....

## Election Process Policy



Policy Name and Version No.	Election Process Policy / Version No. 1
Previous Policy Review Date	May 2018
Current Policy Review Date & Resolution No.	41/0618
Next Policy Review Date	June 2020
Responsibility	CEO



# Election Signs – General Approval Guidelines

Signs has been prepared by the Local Government Association of SA (LGA) in consultation with ECSA, DPTI and SA Power Networks for the guidance of and use by member Councils. The LGA is the statutory peak body for Local Government in South Australia, representing all 68 Councils in the State. The Model Guidelines were first issued in 2009 and have been revised or updated:

- July 2010 – following Ministerial advice concerning infrastructure on a road
- July 2013 – minor machinery changes and renewal of agreements with Department of Planning Transport and Infrastructure and S A Power Networks.
- July 2014 - the Guidelines were substantially revised to include the General Approval
- July 2017 – amendment to section 226(3)(c).
- August 2017 – changes arising from section 23 of the Local Nuisance and Litter Control Act 2016 and section 226(3) of the Local Government Act 1999.

Enquiries regarding this publication should be directed to the LGA on 08 8224 2000.

## General approval to place election signs on roads and road infrastructure

These Guidelines operate to provide a General Approval to authorise the placement or affixation of moveable signs, advertising candidates for election, on a road or onto infrastructure on a road owned by the Relevant Authorities. Provided that the requirements of these Guidelines are fully complied with, it is not necessary to make application to the Council or the Relevant Authorities for permission to display moveable election signs in this manner.<sup>1</sup>

### Objectives & Scope

SA Power Networks (SAPN) and the Department of Planning, Transport and Infrastructure (DPTI) (the Relevant Authorities) own the relevant infrastructure installed on roads (ie light poles, stobie poles). This means that, as above, the permission of the Relevant Authorities is required to display a moveable sign on their infrastructure.

The Relevant Authorities have, by way of adopting Instruments of General Approval, determined to grant their permission for moveable signs to be affixed to their infrastructure subject to various conditions. The Relevant Authorities have authorised SA Councils to regulate the display of moveable signs on their infrastructure (including by way of enforcing compliance with these conditions).

The objectives of these Guidelines are to:

- provide clarity regarding the legal position with respect to the placement of election signs on roads and roadrelated infrastructure in the Council's area and to provide a General Approval for the placement of election signs on roads and road infrastructure during an election period, provided the signs comply fully with all conditions;
- establish, with the relevant consents of SA Power Networks and Transport Services Division of the Department of Planning, Transport and Infrastructure (DPTI) conditions of General Approval for the display of such election signs on infrastructure on a road (provided that the conditions are fully met);
- ensure a consistent and equitable approach to the management of election signs for all parties and candidates in an election irrespective of political persuasion or other platform; and
- minimise any threat to public safety from the placement of the election signs.

### The lawful display of signs & the operation of the guidelines

A moveable sign may be placed on a road at any time without the permission of the council provided that it complies with the council's by-laws (section 226(1) of the Local Government Act)

Signs such as confluents that are advertising candidates for election and which do not comply with council's by-laws, may be placed on a road without the Council's permission provided that:

- the sign is related to a State or Commonwealth election and is displayed during the period commencing at 5pm on the day before the day of the issue of the writ or writs for the election and ending at the close of polls on polling day; or

<sup>1</sup> All fixtures and equipment installed in, on, across, under or over a public road by the provider of public infrastructure are owned by the provider of that infrastructure, not by the Council (section 209(1) of the Local Government Act 1999).

- the moveable sign is related to an election held under this Act or the Local Government (Elections) Act 1999 and is displayed during the period commencing 4 weeks immediately before the date that has been set (either by or under either Act) for polling day and ending at the close of voting on polling day – and, the moveable sign does not unreasonably:
  - o restrict the use of the road; or
  - o endanger the safety of members of the public.<sup>1</sup>

If a moveable sign displayed on a road does not satisfy the above requirements, an authorised person of the Council may order the owner to remove the sign, or if the owner is unknown or fails to comply immediately with the order, may remove and dispose of the sign.

An election sign cannot lawfully be placed on, or affixed to, infrastructure on a road without the permission of the owner of that infrastructure. In general terms, a person does not have the right to interfere with another person's property. This extends to a person interfering with infrastructure (i.e. such as by affixing an election sign to it) that is owned by another person.

## Date for the Erection of Election Signs for Local Government Elections

For the 2018 local government periodic election, the polling day (being the day of close of voting) is Friday 9 November 2018. Elections signs may be erected during the period commencing 4 weeks immediately before polling day.

This means that election signs can be erected at or after 12 October 2018.

## The general approval for display of signs on road infrastructure

This General Approval is given for election signs to be posted, affixed to or erected on infrastructure that is owned by SAPN or DPTI and installed on a road owned by the Relevant Authorities; subject to compliance with the following conditions:

Election Signs must:

1. be no more than 1 square metre in area. A back-to-back sign facing two directions is considered to be one sign for this purpose.
  - a. Note: Places designated as polling booths/places for Federal and State Elections and Referenda will not be subject to this requirement on polling day only;
2. only be displayed, in the case of State and Commonwealth elections during the period commencing at 5pm on the day before the day of the issue of the writ or writs for the election and ending at the close of polls on polling day. Should they not be removed within two days (48 hours of the close of voting) they will be considered illegal signs/posters;
3. only be displayed, in the case of Local Government elections, during the period commencing 4 weeks immediately before the date set for polling day and ending at the close of voting on polling day. Should they not be removed within 2 days (48 hours of the close of voting) they will be considered illegal signs/posters;
4. comply with all legislative requirements relating to the publication of 'electoral material' as defined in relevant legislation;
5. be securely fixed or posted and maintained in good repair and condition at all times;
6. be designed, made, and presented in a quality manner (the intent is that signs must not tear apart and become a danger to road users and end up as litter);
7. contain clear and legible writing or symbols. An authorised officer will determine whether a sign is clear and legible for these purposes;
8. contain on the face of the sign the name, phone/email and address of both the person authorising the promotional material (the publisher) and the printer of it; and
9. be fastened securely so that they cannot become detached in high winds and endanger Council, SAPN or DPTI property or equipment or pose a danger to the public.

<sup>1</sup> This is consistent with sections 226(3) and 227(1)(d) of the Local Government Act 1999.



10. be installed, maintained and removed in a safe manner without endangering personal and community safety.

Election Signs must not:

1. be illuminated (internally or indirectly), move, flash, rotate, or reflect so as to be an undue distraction to drivers;
2. be self-adhesive. All individual promotional material affixed under the terms of this consent may only be affixed by non-invasive means that do not cause damage of any type to the structure to which the material is affixed. If a paste is to be used, it must be of a water based/wallpaper type (or similar);
3. be affixed under any circumstances to trees, shrubs, or other plants or at any location that may cause damage to Council, SAPN or DPTI property;
4. be placed on a carriageway, dividing strip (median), traffic island, roundabout, or within 50 metres of a signalised intersection, level crossing, roundabout or pedestrian activated crossing, or on the South-Eastern Freeway, the Southern Expressway, the Port River Expressway, the North-South Motorway (Superway) or the Northern Expressway;
5. be placed within 6 metres of an intersection or junction, or in any other location that may pose a hazard to pedestrians or road users;
6. be attached to any traffic control device, street name, traffic direction or parking sign or to the associated pole;
7. be erected on poles or towers carrying electricity transmission lines (these are generally lines utilising greater span lengths with significantly taller poles or towers supporting electrical wires);
8. be attached to SAPN pad-mounted transformers or switching cubicles;
9. be attached to the fences of any fenced SAPN equipment including substations, transformer stations and regulator stations;
10. be placed so as to cover any Council, SAPN or DPTI numbering, signs or other markings;
11. be placed on DPTI structures with the exception of “gooseneck” light poles belonging to DPTI. Structures which belong to DPTI, include road bridges on arterial roads, traffic control boxes, traffic signal poles, signal boxes, traffic signs, directional and information signs, and other traffic control devices, guide posts, traffic barriers and pedestrian fences located within the road reserve;
12. be placed in a location on a pole or fence so as to aid the climbing of the pole or fence;
13. be placed so as to restrict the sight distance for road users and pedestrians crossing the road;
14. compete with or reduce the effectiveness of other signs and traffic control devices;
15. resemble a traffic control device, or reasonably be capable of being mistaken as a traffic control device (must not be affixed on the diagonal); or
16. advertise any organisation other than a registered political party or candidate.

Where signs are fixed or posted on poles adjacent to footpaths or roadways such signs must not be lower than 2 metres and a maximum height of 3 metres from the ground with nothing above the sign to affix it or anything else to the pole. Signs must have a minimum clearance of 3 metres from any overhead mains. There is a total prohibition on any part of the sign being higher than 3 metres from the ground.

The person (including as necessary, the relevant political party) responsible for the sign must maintain the sign. The person or political party is also responsible for ensuring that safety is maintained (and the Australian Road Rules complied with) whilst the sign is being installed, maintained or removed and no traffic disruption is to occur during the installation, maintenance or removal process.

This general approval does not extend to railway or tramline structures such as level or pedestrian crossings, bridges, stations, signalling equipment or fences adjacent to railway and tram lines. In this regard, information on the various rules and if appropriate, permission to enter or erect signs in these areas must be obtained from the relevant rail authority. In metropolitan Adelaide, this is (in most instances) either the Public Transport Services Division or the Australian Rail Track Corporation.

The person(s) responsible for the sign  
and/or any persons acting on their behalf, including by way of causing the sign to be displayed:

- accepts(s) that the display of the election sign must be in accordance with this General Approval and by displaying the sign, agrees to comply with the terms of this General Approval;
- accept(s) full responsibility for any personal injury, property damage or other loss in any way arising out of or consequent upon the erection, removal or display of signs; and
- acknowledge(s) that the Council, SA Power Networks or DPTI have no liability or responsibility in relation to such matters whatsoever; and
- such person(s) agree(s) to indemnify the Council, SAPN and DPTI against any such personal injury or property damage or other loss incurred by the Council, SA Power Networks or DPTI and against any third party claims arising out of or consequent upon the erection, removal or display of signs.

SAPN may direct the immediate removal of any signs or remove or cause to be removed any signs without notice from any poles or structures owned or managed by SAPN.

DPTI may direct the immediate removal of any signs or remove or cause to be removed any signs without notice from any poles or structures owned or managed by DPTI.

If SAPN or DPTI removes any signs under the General Approval, SAPN and DPTI may dispose of the sign as it sees fit.

The person or party responsible for the sign must remove all parts of the sign and fixtures from the site within 48 hours from the close of voting in the relevant election;

Installing, maintaining and removing signs must not be carried out between 7.00am and 10.00am or between 3.00pm and 7.00pm Monday to Friday on a peak flow traffic lane; and

A breach of, or non-compliance with, any of the conditions of the General Approval will invalidate the General Approval and will result in the removal of the sign.

## Council owned land / private land

No election signs may be placed on Council-owned land or infrastructure or on private land or infrastructure without the permission of the Council or the private land owner, as the case may be.

## Illegal signs

New penalties from 1 July 2017

Under section 23 of the Local Nuisance and Litter Control Act 2016, which commenced operation on 1 July 2017, it is an offence to 'post a bill' (erect an election sign) on property without the consent of the owner or occupier of the property. This offence applies to all election signs that are erected on roads or road infrastructure outside of the election period.

The 'consent of the owner' (ie Councils, DPTI, SAPN), under this General Approval, is limited to the period prescribed in section 226(3) of the Local Government Act 2016. Election signs erected outside of that period will be deemed to have been erected without the consent of the owner.

Max penalty - \$10,000, expiation fee \$315.

If an election sign is erected outside the election period provided for in section 226(3) of the Local Government Act, a person who distributed or authorised the distribution of the bill for posting is guilty of an offence.

Max penalty - \$20,000 for a body corporate, \$10,000 for an individual.

If the Council determines or suspects that an election sign:

- has been affixed or displayed in a manner that restricts the use of a road or endangers the safety of the public; or
- has been affixed or displayed contrary to the General Approval or otherwise without the Council's, DPTI's or SAPN's consent-

Council authorised employees may:

- Notify the organisation/persons responsible for the election sign by phone/facsimile and request the removal of the sign within 24 hours.
- If the election sign is not removed within 24 hours, cause the offending sign to be removed. If urgent action is required to avoid a risk to public safety the Council may remove the offending election sign without first requesting its removal.
- Under section 23 of the Local Nuisance and Litter Control Act, issue an expiation notice to any person who has erected an election sign without the permission of the owner
- Prosecute any person who has distributed or authorised the distribution of the bill (election sign) for posting.

The Relevant Road Authority (DPTI, Commissioner for Highways, Council) may:

- remove any sign that constitutes a hazard; and
- dispose of the sign. (See section 31(2) of Road Traffic Act and section 227 of the Local Government Act)

## Annexure A

### Dictionary

For the purposes of these Guidelines, the following definitions apply:

1. Act means the Local Government Act 1999;
2. Election means any elections, referenda and/or polls as they relate to Federal, State or Local Governments;
3. Election sign includes a moveable sign as defined below and any other election sign (whether moveable or not) that is intended to affect the result of an election referendum or poll;
4. General Approval means the approval or permission of the Relevant Authority that operates these Guidelines to allow moveable signs to be affixed to infrastructure installed on a road subject to the conditions stated therein.
5. Infrastructure means fixtures and equipment installed on roads and includes, without limitation, poles, light poles, traffic signs, traffic lights, traffic control boxes, and other traffic control devices, transformer boxes, trees, fences, bridges, whether owned or under the care, control or management of SA Power Networks, DPTI or the Council;
6. Moveable sign means a moveable election advertisement, notice or election sign which is intended to affect the result of an election or poll and which can be moved or removed without causing any damage to the infrastructure or land upon which it is placed or to which it is attached, whether freestanding or not;
7. Pole means a stobie pole or a light pole for the purposes of these Guidelines, whether owned or under the care, control or management of SA Power Networks or DPTI;
8. Relevant Authority means SA Power Networks (SAPN) or Department of Planning, Transport and Infrastructure (DPTI) or Commissioner for Highways;
9. Road has the same meaning as under the Act – being:
 

a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes

-

  - a bridge, viaduct or subway; or
  - an alley, laneway or walkway;
  - and for the purposes of clarification extends from property boundary to property boundary – Note that this definition encompasses footpath areas.